

Memorandum

TO : Director of Training

DATE: 19 December 1963

FROM : Chief/JOTP

SUBJECT: Weekly Activities Report #45
11 - 18 December 1963

A. SIGNIFICANT ITEMS

Nothing to report.

B. NORMAL ACTIVITIES

1. It has been agreed with Mr. [REDACTED] and his staff that incoming JOT applications will be sent henceforth directly to JOTP for immediate consideration. If we wish to process the individual as a JOT we will prepare the temporary action and send the case to Personnel for necessary handling. If JOTP is not interested, the file will go to C/POD and Placement Branch for the usual processing. This is a procedural adjustment to our proximity to Personnel Recruitment Division and distance from the rest of the Office of Personnel and should speed up applicant processing as well as insure that applicant files do not go astray.

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2. [REDACTED] were in to discuss SR interest in the JOT Program. In addition to outlining SR's probable requirements for the foreseeable future - to be confirmed by memo in the next few days - they offered to make Russian speakers available at any time to test the competence in Russian of JOT applicants.

3. It appears that we are receiving an unusually high percentage of applicant files on 21- and 22-year-olds who lack military service. This will be discussed with [REDACTED] and staff in the near future.

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C. RECRUITMENT ACTIVITIES

See attachment.

D. PERSONNEL MATTERS

Nothing to report.

E. TROUBLESOME MATTERS

Nothing to report.

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